St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**Governor Allowances & Expenses Policy**
Policy Reference:	**SJN006**
Description:	Provision for allowances for governors' out of pocket expenses
Status:	Approved by Governing Board
Category:	Statutory
Review frequency:	Annually
Contact:	governors@stjohnandstnicolasschools.org.uk
Version:	**V1.3**
Other relevant policies:	Financial Management
Date for Review:	**March 2026**

Change Record

Version Number	Date Approved	Governing Board Minute Reference	Description of Amendments	Review Date
1.0	*06.12.21*	*FGB Minutes 6.12.21*	*Reviewed by Finance Committee then ratified by FGB.*	*Dec 2022*
1.1	*20.03.23*	*Finance Committee Minutes 20.03.23 FGB Minutes 27.03.23*	*Reviewed by Finance Committee. Clerk added first paragraph re vision.*	*Mar 2024*
1.2	*11.3.24*	*FC minutes 11.3.24*		*Mar 2025*
1.3		*FGB 31.3.25*	*Update version number and dates*	*Mar 2026*
1.4				

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Governor Allowances Policy

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

The governing board acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

All expenses or reimbursements claimed, by Governors must be made within 3 months of being incurred. The maximum claimable is £100 per month.

Any claim for expenses has to be met from either school's delegated budget.

This policy applies equally to all categories of governor and associate members.

Types of allowable expenses
Examples of where a claim may be made for incurred expenses include the following:

Child care or babysitting
Claims for the actual cost of a registered child-minder or babysitter may be made while the governor is attending meetings of the governing board or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for their child(ren).

Care arrangements for an elderly or dependent relative
Costs may be claimed for situations similar to those for child care. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence. Appropriate proof of payment should be submitted.

Governors with a special need
Where the federation or governing board does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

Governors whose first language is not English
The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

Telephone charges, photocopying, stationery, etc.
Where a governor is unable to use either school's facilities for any of the above in performance of any duty on behalf of the governing board a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted. Claims will be limited to reimbursing the actual costs involved.

Travel and subsistence
Mileage may be claimed where the distance between the governors' home and the school or other venue which governors are required to attend on business related to the

work of the governing board (e.g. meetings, approved training courses/conferences, visits to other providers, etc.) exceeds 15 miles. Where several governors attend the same meeting or event they are encouraged to share transport so as to minimise costs. Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. Where use of public transport is cheaper than use of a personal vehicle reimbursement will only be made to the value of the public transport fare. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed for the miles travelled in excess of 15 miles. Claims will be reimbursed at the rate per mile (this must not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence).

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased will be reimbursed, within reason, upon the production of a receipt.

Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

This list is not exhaustive and the governing board agrees to reimburse other justifiable expenses.

Other expenses
Requests for refreshments for governor meetings also require the pre-approval of either school business manager to ensure there is adequate money remaining in the governor expenses budget.

Requests for such items as the sending of thank you cards should be made via the clerk to governors who will seek pre-approval from the Chair of Governors. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted. Claims will be limited to reimbursing the actual costs involved.

Attendance at Courses and Meetings
Attendance at all courses and meetings provided by the Oxford Diocese, and any training which would incur additional cost, are to be subject to prior approval by the Chair of governors and the Chair of the finance committee.

Attendance at courses and meetings provided by West Berkshire Council under the Service Level Agreement need no prior approval.

Places on all courses and at all meetings should be booked by the governors themselves. When booking, governors should let the clerk know if they wish to claim travel expenses.

Making a claim
The payment of any allowance or reimbursement of costs incurred by the Chair of the governing board requires the approval of the Chair of the governing board's finance

committee before payment. The payment of any allowance or reimbursement of costs incurred by any other governor requires the approval of the co-chair(s) of the governing board before payment.

Once authorised, all claims should be submitted to either school business manager via the clerk to governors on the governor expenses claim form (Appendix 1) within three months of the expenditure being incurred, with valid receipts supplied where possible. Claims will be reimbursed by cheque or by direct payment into a bank account.

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

An allocation will be made to the governors' expenses cost centre code in each school's main budget.

Audit

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

Payments of allowances or costs to any governor shall be reported to the governing board on an annual basis.

Review

The policy and amounts payable will be reviewed on an annual basis.

Appendix 1

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Governor Expenses Claim Form

All claims to be submitted, in the first instance to the Chair of Governors, for authorisation, or in their absence to the Chair of the Finance Committee. Once authorised claims should be sent to the School Business Manager via the Clerk to Governors, using this claim form within three months of the expenditure being incurred and with valid receipts supplied where possible.

Governor's name:	**Date of claim:**
Address:	
	Postcode:
I claim the total sum shown below in respect of expenses incurred whilst carrying out my duties as a governor /associate member of the governing board. I have read the Governor Allowances & Expenses Policy and my claim is in line with this.	
Total amount claimed: £	**Signature of governor:**
Authorisation by (co) Chair of Governors:	**Date of authorisation:**

Description of expense	**£**
Child care / babysitting	
Care for dependent relative(s)	
Special needs support (e.g. hearing or visual impairment)	
Support for governor with English as a second language	
Training (if not invoiced directly to school)	
Travel costs (specify costs incurred and for what purpose)	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
Total claimed	

For office use only:

Cost Centre	**Code**	**Cost Centre Owner**	**Amount**
Governors' Expenses			
Travel			
Subsistence			
Other			
Training – Staff & Governors			
(N.B. If additional cost is incurred and not invoiced directly to school)			
All claims MUST be authorised before submission			